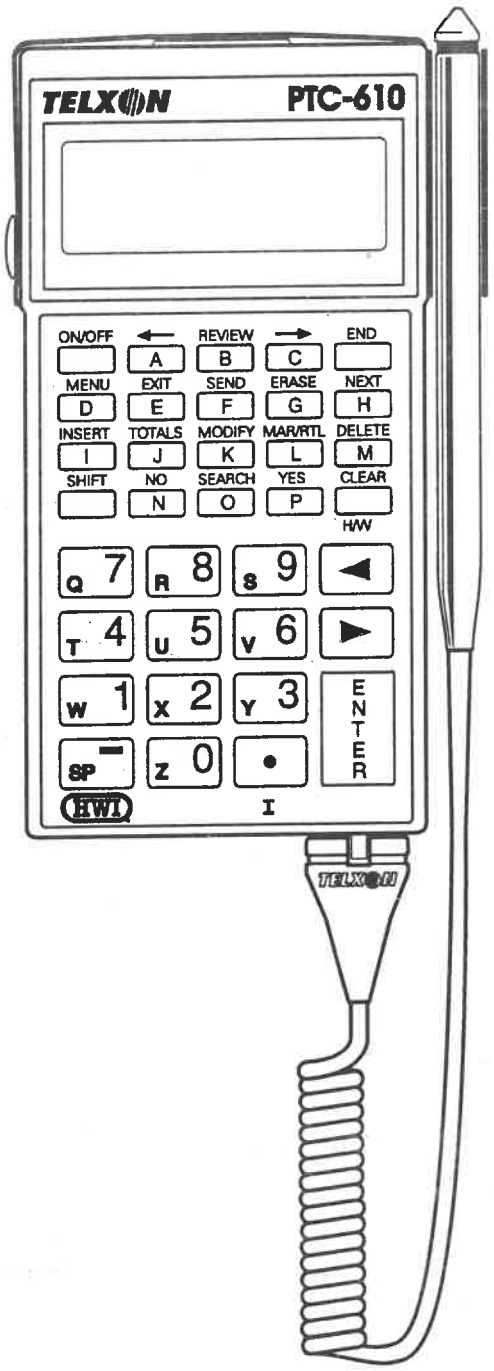
PROCEDURES MANUAL



ORDER ENTRY SYSTEM

USING TELXON MODEL NO. 701/610

A SERVICE OF
HARDWARE WHOLESALERS, INC.
FORT WAYNE, INDIANA

Revised 4/93

HARDWARE WHOLESALERS, INC.
ELECTRONIC DATA ENTRY SYSTEM
INTRODUCTION

The Telxon electronic data entry system consists of portable tele-transaction computers (Models PTC-701 & 610) designed to collect information and transmit it electronically to HWI over regular telephone lines.

The equipment used in the ordering system consists of the following:

The units are programmable, battery-powered, handheld devices for collecting, storing, processing and transmitting data. The 701/610 guides an operator through all of the phases of an application by showing a series of messages (sometimes called prompts) on a two-line, scrolling, liquid crystal display (LCD).

> The PTC provides a quick and efficient means of collecting data in a field environment; and you can use it in almost any remote location. Common uses for the PTC include order entry and inventory control.

Please review carefully this operations manual. It has been developed to assist you in entering information on your Telxon Data Communications Unit.

When you receive your Telxon unit, open it immediately and begin to familiarize yourself with it. Should any questions arise which are not explained in the manual, please contact the Order Entry Supervisor at HWI.

This Telxon unit is designed to make your data entry easy. Generally, you answer yes/no questions and then enter your data. Overall, the data entry is done in four easy step:

1. Select a function via a MENU.
2. Enter your store number, date and the data.
3. After entering all the data, END the function.
4. SEND the data to HWI.

Please do not be overwhelmed by the size of this manual. For a quick start on using the unit, see the TEST ORDER section (page 11) and then the SENDING DATA section (pages 49-51).

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PROCEDURES

This section provides step-by-step procedures for unpacking the PTC-701 or 610, changing its batteries, and handling and maintaining the equipment.

INITIAL INSPECTION OF THE EQUIPMENT

When your equipment first arrives, do the following:

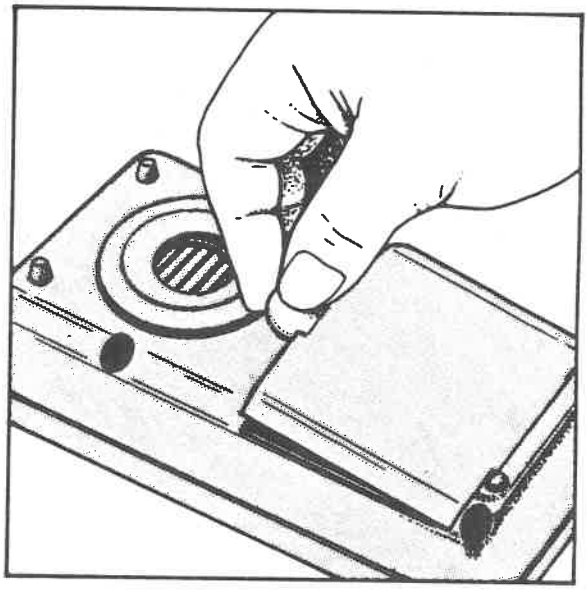
1. Immediately check the packing list to make sure you have received all of the items ordered.
2. Visually inspect all of the equipment to make sure nothing is damaged.
3. If any equipment or manuals are missing or appear damaged, immediately contact your supervisor.
4. Save all of the boxes and packing materials. You will need them if you must return the equipment for service or replacement.

CHANGING THE ALKALINE BATTERIES

Your PTC-701/610 uses three AA alkaline batteries, and they must be replaced periodically. The procedure for this follows.

REMOVING:

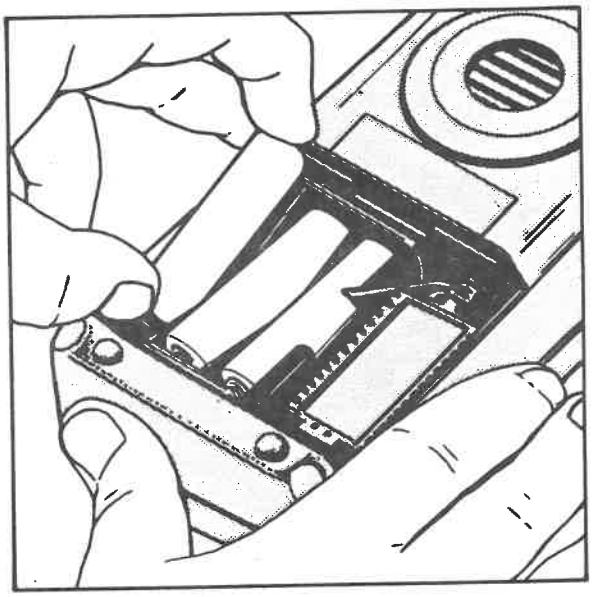
1. Be sure the unit is off.
2. Insert a coin in the slot at the top of the battery compartment cover for 701's (bottom for 610's) (see illustration).
3. Apply light pressure to the coin and the cover will pop up and can then be removed from the case.
4. Remove the batteries with your fingers. Do not use a screwdriver or other tool. Take care not to damage the coil spring contact.



Removing the Battery Cover

REPLACING

5. Insert the new batteries as shown in the illustration (the flat, negative (-) end against the coil spring and the positive (+) end against the flat metal contact) for 701's. 610's, follow diagram inside battery compartment. .
6. Line up the battery cover so that the recessed edge on the bottom of the cover is under the flange of the PTC's 701's case. Press down lightly on the battery cover and it will snap into place. 610's, the upper edge of the cover is inserted first.



Removing and Replacing the Batteries

HANDLING AND MAINTAINING THE EQUIPMENT

The PTC-701/610 is well-built and dependable. However, it is a precision electronic device and must be treated as such. If you take care of your PTC and follow the suggestions in this section, it will give you reliable and trouble-free service.

- Do not attempt to open the unit's case. There are no operator-serviceable items inside the PTC.
- Protect the equipment from excessive heat, cold, moisture, and harsh, dirty environments. Do not leave the unit where moisture will condense on it. Do not use the PTC for more than 10 minutes in temperatures below 5 degrees F (-15 degrees C) or above 120 degrees F (50 degrees C). Do not store the PTC in temperatures below -4 degrees F (-20 degrees C) or above 160 degrees F (70 degrees C).
- If you store a unit that contains data for long periods of time (six to nine months), you must periodically change the PTC's batteries. Otherwise, the batteries and the lithium cells will be drained, and the data will be lost.
- Ensure that the PTC is turned off before removing or replacing the batteries.
- Use only approved batteries. Do not attempt to connect any electrical device that is not part of your PTC system to the unit.
- Do not poke anything into the 25-pin I/O port.

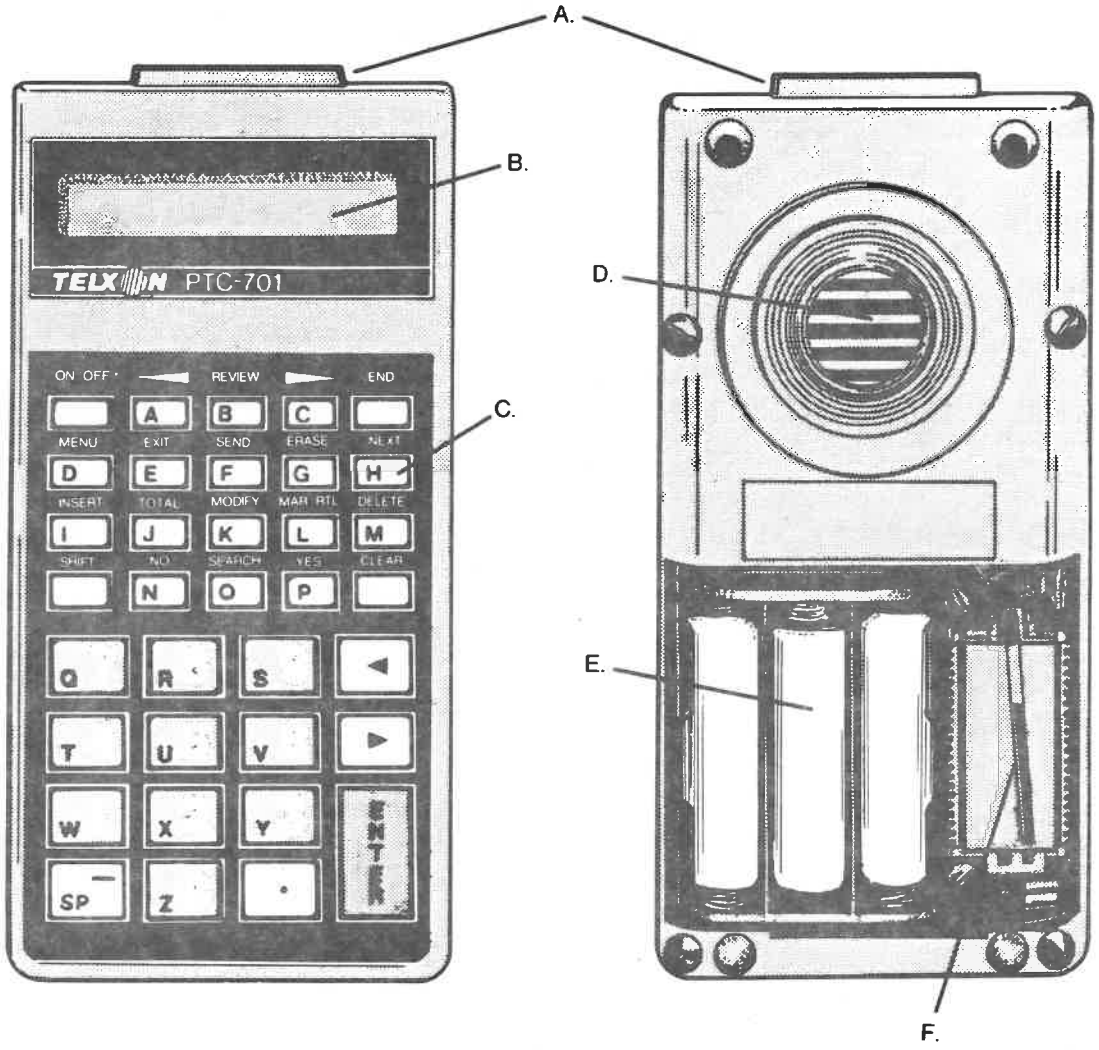
To clean the unit, slightly moisten a soft, clean, lint-free cloth with a mild, non-abrasive plastic cleaner and wipe the outside surfaces.

Do not soak the cloth before using, and do not spray or pour cleaning liquids directly onto the equipment.

Do not attempt to clean inside the case.

If the unit becomes extremely dirty, or if liquids, dirt or other materials get inside the case, contact your supervisor and follow his or her instructions.

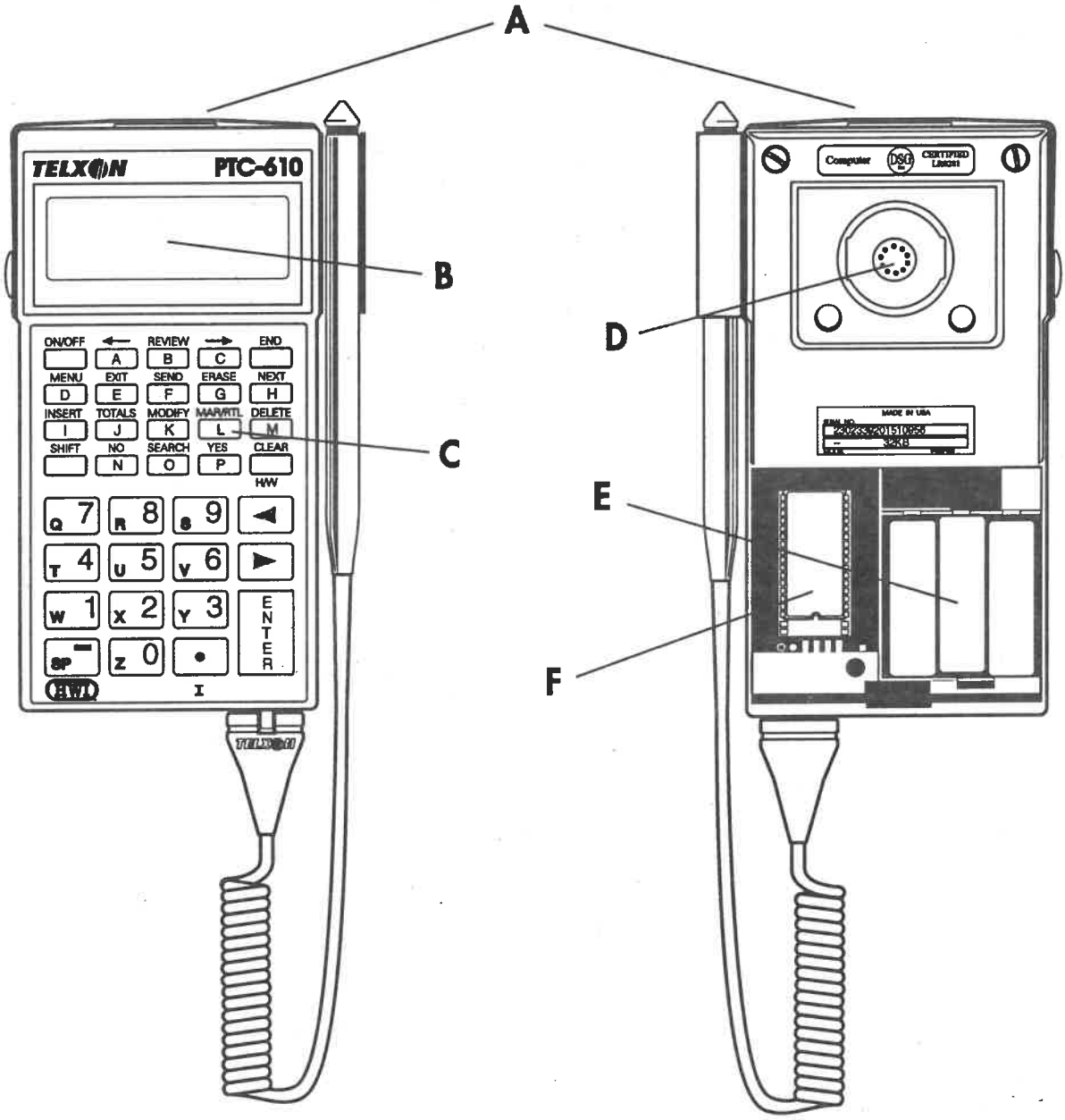
PTC-701 Hardware Components



A. 25-Pin I/O Port
B. Two-Line Display
C. Keyboard
D. Built-in Acoustic Coupler
E. Three AA Batteries
F. Application Rom Cartridge (Do Not Remove)

TELXON

PTC-610 Hardware Components



A. 25-Pin I/O Port
B. Two-Line Display
C. Keyboard
D. Built-in Accoustic Coupler
E. Three AA Batteries
F. Application Rom Cartridge
(DO NOT REMOVE)

STANDARD ENTRY KEY FUNCTIONS

KEY NAME	DESCRIPTION OF OPERATION
On/Off	When the unit is off, depression of this key will power up the terminal. If the unit is on, depression of this key will power the unit off. If the unit has timed out due to inactivity (a key has not been pressed within one minute), this key must be pressed to power the unit back on. When the unit is powered back on, it will return to the same prompt that the operator had when the unit shut off.
← Review (grey key top row)	Used to review recorded data. This key will go to the previous prompt and entry within the current partition. Displays "BEGINNING OF FILE" when start of partition is reached.
Review	Depression of this key will position the unit to the BEGINNING OF THE DATA ENTRY FILE WITHIN A SPECIFIC PARTITION.
→ Review (grey key top row)	Used to review recorded data. This key will go to next prompt and entry within the current partition. Displays "END OF STORE (store I.D.)" when end of one order is reached, then displays the next prompt for data entry. Displays "END OF FILE" when end of partition is reached.
End	Only valid in Data Entry and not valid in review mode. Press when you are finished entering data. This key must be pressed once for each partition you want to send.
Menu	When pressed, shows the first selection of a partition resident in the unit, usually followed by a "?" in effect asking,

KEY NAME	DESCRIPTION OF OPERATION
	"Do you want to select (open) this partition?" Normally requires a yes/no response to select or not select the displayed menu item. See page 8 for all possible menu selections.
Exit	If in data entry mode (waiting for next entry), after pressing this key the unit will terminate that function and display H.W.I. If in reviewing recorded data mode, after pressing this key the unit will return to data entry mode and wait for the next data entry. If in the SEND function, pressing this key will terminate that function and display H.W.I. If in the ERASE function, pressing this key will terminate that function and display H.W.I.
Send	When pressed, this key will normally initiate the Transmit Data function in the unit. Follow the Prompt Sequence. Appropriate responses to the Send Prompting are in the 'SEND' section of this manual.
Erase	When pressed, this key will normally initiate the Erase Data function in the unit. It will only erase recorded data (i.e. data input by the operator). Refer to the 'ERASE' section for appropriate responses to the erase function.
Next	Used in conjunction with "SEARCH" key. This key, when depressed, will enable the user to view the next valid entry for that search.
Modify	While reviewing recorded data only. Press once - clears the display and reprompts for a new entry which will modify previous entry. Press twice - redisplays item number and waits for new quantity. Press third time - original entry is restored. New entry has the same edit requirements as original entry.

KEY NAME	DESCRIPTION OF OPERATION
Shift	Shift keyboard back and forth between upper and lower data keys. Upper shift is indicated by "△" in the first position of display, and allows alpha characters to be keyed.
Yes	Yes response to a question normally designated by a question mark (?). Not recorded unless specified in the prompt list.
Search	This key functions as a SEARCH ALL. Depression of this key searches forward through memory from the beginning of the file and stops when a match is found on the mask (value to search for) regardless of prompt (level) on which the search was started. The length of the matched field can be equal to or greater than the mask. This function is performed by partition. Press the NEXT key to see the next match.
No	No response to a question normally designated by a question mark (?). Not recorded unless specified in the prompt list.
Clear	Used to clear keyed data from the display prior to entry. In the "SEARCH" mode, this key will clear the search mask to allow for a new search mask to be entered.
←Blue Key	In FMaP, INVENTORY and FREE FORMAT partitions, allows entry of Alpha 'H' in unshifted mode. In all other partitions serves as backspace in data entry, and in review it works same as grey ← review key.

KEY NAME	DESCRIPTION OF OPERATION
→Blue Key	In FMaP, INVENTORY and FREE FORMAT partitions, allows entry of Alpha 'W' in unshifted mode and in all other partitions works same as grey → review key.
. (Period)	In FMaP, INVENTORY and FREE FORMAT partitions, allows entry of Alpha 'I' in unshifted mode and has no function in the other partitions.
SP (Space)	Not used in this application.
- (Minus)	Used where specified in the FMaP application, and in free format partition of the PTC 701 for deleting items from your IMCS file.
Enter	Records data as a + entry. On searches after keying in a mask, this key starts the search.
Total	Used as a "total" key to indicate the total number of times you have pressed 'ENTER'. Pressing this key when H.W.I. is displayed tells the number of lines that will be transmitted when **all** the data files are sent. This number should be equal to the number of lines spoken by the computer when you send all of your data.
Delete	Used at "item number" to erase a specific item number and the associated quantity.
MAR/RTL	Used as a branch key after entering "QTY" (in regular order entry) to ask a number of qualifying questions so that a margin code, retail or special code can be entered.
Insert	Used in FMaP, INVENTORY and FREE FORMAT partitions when you need to insert data. In review, display the entry you want to follow your additional data. Hold the INSERT key down for 3 beeps, and key in your entry. The next display will be the entry following your inserted data. Press the grey 'review →' key to continue data entry.

MENU SELECTIONS

ORDER ENTRY? Yes/No

ORIGINAL SALES? Yes/No

UPC ORDER ENTRY? Yes/No

CLAIMS? Yes/No

FMap ACCT. REC. Yes/No

FMaP PAYROLL? Yes/No

IMCS? Yes/No

SKU MAINT? Yes/No

BIN TICKET REQ.? Yes/No

PRICE TICK REQ.? Yes/No

INVENTORY? Yes/No

DROP SHIP? Yes/No

ADD ON ORDER? Yes/No

FREE FORMAT? Yes/No

TEST ORDER

Acquaint yourself with the entire ordering system by sending a "test order" to an HWI operator. Let HWI personnel know you have a test order to transmit.

Turn unit ON

Press MENU

Press NO to all questions except FREE FORMAT? Yes/No

Enter YES

Unit will display STORE NUMBER

Key in store number (See page 11, #6, for store ID information)

Press ENTER

Unit will display ENTER DATE
——/——

Key in 4 digit date (2 for month, 2 for day)

Press ENTER

Unit will display JOB CODE
————

Key in H39H (To key the letter 'H', press the second blue key directly above the ENTER key)

Press ENTER

Key in the following test (+ = Enter)

0000000000 +
1111111111 +
2222222222 +
3333333333 +
4444444444 +
5555555555 +
6666666666 +
7777777777 +
8888888888 +
9999999999 +

Press END

(Continue on to next page for remainder of test)

Unit will display END FREE FORMAT?

Press YES - Unit will display H.W.I.

(Press NO - Unit will allow you to continue keying your data.)

Go to the 'SEND' section in this manual to learn how to transmit your order.

ORDER DEADLINE

DEADLINE 12:00 o'clock Noon Eastern Standard Time (Fort Wayne Time)

HWI Phone Lines For Data Transmissions:

1. 219/493-6644 - Automatic Answer Receiver on your Deadline Day - 9:00 a.m. until noon (EST)
2. 1-800/533-6384 - 3:00 p.m. to 9:00 a.m. (EST)
   For TOLL FREE Data Transmissions the **evening before your deadline**
3. **1-800/762-4806 - for the following West Coast States ONLY - Arizona, California, Idaho, Nevada, Oregon, and Washington.** For TOLL FREE Data transmissions the evening before your deadline.

   * Weekend hours for TOLL FREE Transmissions are:

   Friday - 3:00 p.m. thru Sunday 9:00 a.m. (EST)

   *TOLL FREE Lines are manually answered by HWI personnel Monday thru Friday from 9:00 a.m. until 3:00 p.m. (EST) to answer problems concerning Telxon Terminals or Data Transmissions. (Sunday 9:00 a.m. until Noon)

REGULAR ORDERS

1. Turn unit ON
2. Press MENU
3. Unit will display ORDER ENTRY? YES/NO
4. Press YES (Unit will display messages telling you if there is order data not yet sent or not erased).
5. Unit will display STORE NUMBER
   ————
6. Enter your store identification number (must be four (4) digits). If your store has less than 4 digits, key in the leading zeroes.
   EXAMPLE: Store number 1914 (key in as) 1914
   Store number 97 (key in as) 0097
   If your store has an alpha suffix designating ownership of more than one store, press SHIFT and then press the Alpha Suffix.
7. Press ENTER
8. Unit will display ENTER DATE
   ——/——
9. Key in 4 digit date (2 for month, 2 for day)
10. Press ENTER
11. Unit will display ITEM ————————
11a. If P.O. # is desired on this order, press minus key now. Unit will display
   P.O. NUMBER
   ————————————
   (Your recorder must be equipped with current software for this function)
   (You must enter your P.O. number at this time. If you decide not to use a P O number, you must press 'END' and start over.)
   P.O. number may be from 1 to 10 digits long.
11b. Press ENTER
11c. Unit will display ITEM ———————— PO
12. Key in Item and Quantity - go the Step 13 **or** scan barcoded item number. If quantity is included in barcode, continue to information following step 13. Otherwise, key in desired quantity - continue to step 13.

13. Press ENTER

    If you need to enter a Margin Code, Retail or Special Code*, press MAR/RTL (or L key). Answer Yes or No to the questions. When you answer Yes to one of the questions, key in the appropriate data.

    Press ENTER

    If you decide that you don't want to enter any retails, margins or special code on that item, press 'NO' twice, then press the 'END' key to return to ITEM ————————, and continue with your order.

    ***NOTE:** When customer special identification is keyed in, it will be shown on your invoice in the Member Retail Price Column and on your price tickets, but the HWI Retail will be used to extend your invoice and calculate your Gross Margin Report.

14. If you decide you do not want the item you just keyed in, press ← Blue review arrow that points to the left one time. Unit will display H.W.I. number. Hold down the DELETE for 3 beeps. Unit will display ITEM ————————. Continue keying data.
15. Continue with steps 12 thru 14 or go to step 16.
16. When finished entering data, press 'END'. Unit will display END ORDER? If you press YES, unit will automatically put in the ending information, and then display H.W.I. If you press NO, start again at #12 above.

SPECIAL ORDERS

You may place special orders to pick up at your warehouse, or to be sent out via UPS or commercial collect.

1. Turn unit ON.
2. Press MENU.
3. Answer NO to all questions until you get to FREE FORMAT? YES/NO. Answer YES.
4. Enter your store number (must be 4 digits). If your store has less than 4 digits, key in the leading zeroes.

   EXAMPLE: Store number 1914 (key in as) 1914

   Store number 97 (key in as) 0097

   If your store has an alpha suffix designating ownership of more than one store, press SHIFT and then press the alpha suffix. Press ENTER.

5. Enter date (month/day). Press ENTER.
6. For JOB CODE, press the second blue key directly above the ENTER key to enter the letter 'H'. Then key in 08 for UPS
   07 for pick up at warehouse
   06 for commercial collect
   followed by another letter 'H'. Press ENTER.
7. At the asterisk, key in item number and quantity with no space between them - press ENTER or scan barcoded item number with wand. If quantity is included in barcoded item, it will not register in "Free Format.". You must enter quantity after scanning the item number and then - press ENTER.
8. Repeat step 7 until all items have been entered, then press END. Unit will display END FREE FORMAT? If you press YES, unit will automatically put in the ending information, and then display H.W.I. If you press NO, continue with step 7 above.

ORDERING FOR MULTIPLE STORES

When ordering for more than one store on the same transmission, you will have to END ORDER on the first store and enter the partition from the menu a second time to create a second order.

When you search the order file for modifications to items, or for verification, be sure you are looking at the correct store by pressing the REVIEW key to take you to the first order in the partition, or the SEARCH key to find the beginning of the desired store number order.

ORIGINAL SALE ORDER ENTRY

1. Turn unit ON
2. Press MENU
3. Respond NO to menu choices until unit displays ORIGINAL SALES? YES/NO
4. Press YES
5. Unit will display messages telling you if there is original sale data in this partition that has either not been sent or not been erased.
6. Unit will display STORE NUMBER
7. Enter your store identification number (must be four (4) digits). If your store number has less than four digits, key in the leading zeroes.
   EXAMPLE: Store number 1914 (key in as) 1914
   Store number 97 (key in as) 0097
   If your store number has an alpha suffix, press SHIFT and then press the Alpha Suffix.

8. Press ENTER
9. Unit will display ENTER DATE

   ——/——

10. Key in 4 digit date (2 for month, 2 for day).
11. Press ENTER
12. Unit will display SALE CODE

    ————

13. Key in the sale code indicated in your sale packet. Must be two digits at least.
14. Press ENTER
15. Unit will display ITEM ————————
16. Key in Item and Quantity/or use scanning wand to enter ITEM.
17. Continue with steps 15 thru 16 or go to step 18.
18. When finished entering data, press END. Unit will display END ORIGINAL SALES? If you press YES, unit will automatically put in the ending information, and then display H.W.I.
    If you press NO, return to step #15 above.

UPC ORDER ENTRY

There are several ways to enter a Universal Product Code order.

1. If your HWI Telxon 610 recorder is equipped with the scanning wand, it will have the proper chip installed for scanning UPC codes.
   A. Turn unit ON
   B. Press MENU
      Answer NO to all questions until you get to UPC Orders? Yes/No
   C. Press YES
      Unit will display Store Number ————
      Enter your store identification number (must be four (4) digits). If your store has less than 4 digits, key in the leading zeroes.
      Example: Store number 1914 (key in as) 1914
      Store number 97 (key in as) 0097
      If your store has an alpha suffix designating ownership of more than one store, press SHIFT and then press the alpha suffix.
   D. Press ENTER
   E. Unit will display ENTER DATE ——/——
   F. Key in 4 digit date (2 for month, 2 for day)
   G. Press ENTER
   H. Unit will display UPC————————————
   I. Use the scanning wand to make a smooth straight line across the bar code from one side to the other. (You can scan from left to right or from right to left.)
   J. Enter quantity
   K. Press ENTER
   L. Repeat steps H thru K until UPC order is completed.
   M. Press END to end UPC order
      Unit will display "END UPC ORDER?" Yes/No
   N. Press YES
      Unit will display HWI

*2. If your Telxon Model 701 or 601 menu does not have the UPC orders in the menu selection, you may use the "FREE FORMAT" section to manually enter a **10 digit** bar code.

Follow steps A thru G in the above method used with the scanning wand procedures.

A. Unit will display JOB CODE ————
   Press the BLUE LEFT ARROW key above the ENTER key (an H should appear)
B. ENTER 14
   Press the BLUE LEFT ARROW key again (Job Code should be H14H)
C. Press ENTER - An asterisk (*) will appear.
D. Key in the MIDDLE 10 digits of the UPC code. (Omit the first and last number of the 12 digit UPC code) Example: Key in 1234567890
E. Enter Quantity
F. Press ENTER
   An asterisk (*) will appear.
   Repeat steps D thru F until UPC order is completed
G. Press END key
   Unit will display "END FREE FORMAT?" Yes/No
H. Press YES
   Unit will display HWI

*3. If your Telxon Model 701 or 610 menu has the UPC order section, but does NOT have the scanning wand, you may key in the UPC codes by using the MIDDLE 10 digits of the UPC.

A. Follow steps A thru G under method # 1
B. Unit will display UPC————————————
C. Key in the MIDDLE 10 digits of the UPC (omit the first and last number of UPC)
   EXAMPLE of a UPC:
   Key in 1234567890
   Enter quantity
D. Press ENTER
   Repeat steps B thru D until UPC order is completed.
E. Press END key
   Unit will display "END UPC ORDER?" Yes/No
F. Press YES

*Call the Telxon Maintenance department if you wish to have your Telxon 701 or 610 upgraded with the newest version chip and scanning wand.

CF-1 Claims

1. Turn unit ON
2. Press MENU
3. Respond NO to menu choices until unit displays CLAIMS? YES/NO
4. Press YES (Unit will display messages telling you if there is claims data not yet sent or not erased).
5. Unit will display STORE NUMBER

   ——————

6. Enter your store identification number (must be four (4) digits). If your store has less than 4 digits, key in the leading zeroes.
   EXAMPLE: Store number 1914 (key in as) 1914
   Store number 97 (key in as) 0097
   If your store has an alpha suffix designating ownership of more than one store, press SHIFT and then press the Alpha Suffix.
7. Press ENTER
8. Unit will display ENTER DATE

   ——/——

9. Key in 4 digit date (2 for month, 2 for day)
10. Press ENTER
11. Unit will display ITEM ————————
12. Key in Item and Quantity/or scan item and enter quantity
13. Press ENTER
14. Unit will display BILLING TYPE —
15. Key in 1 (regular warehouse)
    or 2 (drop shipment)
16. Continue entering items by HWI item number, quantity, and billing type until all CF-1 Claims are keyed in.
17. When finished entering data, press 'END':
    Unit will display END CLAIMS? Press YES, unit will automatically put in the ending information and then display HWI.
    Press NO, return to step #11 above.

IMCS® MAINTENANCE

If you are currently on the IMCS® program, you may maintain margins and retails using the following procedures. A bin label and 9 price tickets will be printed for each item changed (with or without retails).

1. Turn unit ON
2. Press MENU
3. Respond NO to menu choices until unit displays IMCS? YES/NO
4. Press YES (Unit will display messages telling you if there is IMCS data not yet sent or not erased).
5. Unit will display STORE NUMBER

   ——————
6. Enter your store identification number (must be four (4) digits). If your store has less than 4 digits, key in the leading zeroes.
   EXAMPLE: Store number 1914 (key in as) 1914
   Store number 97 (key in as) 0097
   If your store has an alpha suffix designating ownership of more than one store, press SHIFT and then press the Alpha Suffix.
7. Press ENTER
8. Unit will display ENTER DATE

   ——/——
9. Key in 4 digit date (2 for month, 2 for day)
10. Press ENTER
11. Unit will display PRINT RETAILS? YES/NO
    If you press YES, retails will be printed on your bin labels and price tickets. If you press no, retails will be printed on your bin labels and not on your price tickets. Press YES or NO.
12. Unit will display MARGIN CODES? YES/NO
    If you press YES, every time you enter an item number, you will automatically be asked for margin code. If you press NO, unit will display RETAILS? YES/NO
13. RETAILS? YES/NO
    If you press YES, every time you enter an item number, you will automatically be asked for a retail.
    (701/610 without wand) If you press NO, the unit will display ITEM ——————, and will allow you to key only item numbers. (In this situation, DO NOT press ENTER after each item number, as the unit will enter each one automatically.)

*13a. **(610 with wand)** If you press NO, the unit will display DELETE ITEMS? YES/NO

If you press YES, unit will display ITEM————————DEL
every time you key in the items/or use your scanning wand, it will automatically enter the item. (In this situation, DO NOT press ENTER after each item number, as the unit will enter each one automatically.)
If you press NO, the unit will display ITEM————————ADD
at this time, you may add items to your IMCS files. Again, no need to press ENTER.

14. Continue entering items with retails and items with margins, and deletions until all IMCS® maintenance is keyed in. Each item with retail or item with margin must be followed by pressing ENTER.
15. To go from entering items with margins to entering items with retails (or vice-versa) or to change from adding items to deleting items (or vice-versa):
Press END
Unit will display END IMCS? YES/NO
Press NO
Unit will display MARGIN CODES? YES/NO
Press NO, and unit will display RETAILS? YES/NO
Press YES (in either case), and you may continue data entry
Press NO, and unit will display DELETE ITEM? YES/NO (applies to 610 with wand only)
NOTE: Do not use decimal point in retail entry
NOTE: Margin Codes:
A margin code from 01 to 99 may be specified. Margin codes less than 10% must be specified as a two digit entry;
EXAMPLES:

1% = code 01	10% = code 10
7% = code 07	40% = code 40
9% - code 09	53% = code 53

16. When you are finished keying IMCS® maintenance, Press END
17. Unit will display END IMCS?
Press YES, unit will automatically put in ending information and display H.W.I.
Press NO, return to step 12 on page 15

*"DELETE ITEM" function must have the appropriate chip inside the recorder for this to work.

IMCS MAINTENANCE - DELETING ITEMS

You may now delete items from your IMCS files.

A. Telxon **610** units **with wand**

1. Turn unit ON
2. Press MENU
3. Respond NO to menu choices until unit displays IMCS? YES/NO
4. Press YES
   Unit will display STORE NUMBER————
5. Enter your store identification number (must be 4 digits).
   If your store has less than 4 digits, key in leading zeroes.
   Example: Store number 1914 (key in as) 1914
   Store number 97 (key in as) 0097
   If your store has an alpha suffix designating ownership of more than one store, press SHIFT and then press the ALPHA SUFFIX.
   Press ENTER - Unit will display ENTER DATE——/——
6. Enter DATE (2 digits for month, 2 digits for day)
7. Press ENTER
8. Answer NO to PRINT retails, NO to MARGIN code, NO to RETAILS
9. Press YES to DELETE ITEMS
   Unit will display ITEM ————————DEL
10. Key in or use your scanning wand to enter the HWI SKU number. (No need to press enter key, as this will automtically enter and again display ITEM———— ————DEL.
11. Continue deleting items until completed.
12. Press END key. Unit will display END IMCS? YES/NO
13. Press YES

*B. Telxon **701** and **610** units **WITHOUT WAND**

1. Turn unit ON
2. Press MENU
3. Respond NO to menu choices until unit displays
   FREE FORMAT? YES/NO
4. Press YES
   Unit will display STORE NUMBER————
5. Enter your store identification number (must be 4 digits).
   If your store has less than 4 digits, key in leading zeroes.
   Example: Store number 1914 (key in as) 1914
   Store number 97 (key in as) 0097
   If your store has an alpha suffix designating ownership of more than one store, press SHIFT and then press the ALPHA SUFFIX.

6. Press ENTER - unit will display ENTER DATE——/——
7. Key in 4 digit date (2 for month, 2 for day)
8. Press ENTER - unit will display JOB CODE————
9. Press the Blue Left Arrow key above the enter key (an H will appear)
10. Key in 11 (eleven) Press the BLUE LEFT ARROW key again. (Job code should be H11H)
11. Press ENTER. An asterisk (*) will be on the display.
12. Key in the 6 digit HWI SKU number
13. PRESS [SP -] key (lower left corner of the keypad)
14. Press ENTER - continue entering the items that you want deleted followed by the [SP -] key until completed.
15. Press END. Unit will display END FREE FORMAT? YES/NO
16. Press YES

*Telxon 701 and 610 units without wands can be upgraded. Call HWI Telxon Maintenance Department.

PERSONALIZED ADVANCED REBATE DATA ENTRY

Personalized Advanced Rebate Items can only be loaded on 1 day a month. The items that you load will remain as your personalized advanced rebate item numbers indefinitely until you load a different group of item numbers. At that time, the new group of item numbers will replace the old group of item numbers you had on file.

Your account will be opened on the first day of each month. You will then have the option of loading a different group of item numbers. Your account will remain open until you transmit new item numbers. At that time, all the item numbers from last month will be removed. All the new item numbers will then be loaded to your file (assuming they pass the validation edits). All of your items for the current month must be loaded on the same day. After that day, you will be locked out from loading any new items until the 1st of the next month.

1. Turn unit ON
2. Press MENU
3. Respond NO to menu choices until unit displays FREE FORMAT? YES/NO
4. Press YES (Unit will display messages telling you if there is Free Format data not yet sent or not erased).
5. Unit will display STORE NUMBER

   — — — — —
6. Enter your store identification number (must be four (4) digits). If your store has less than 4 digits, key in the leading zeroes.

   EXAMPLE: Store number 1914 (key in as) 1914
   Store number 97 (key in as) 0097
   If your store has an alpha suffix designating ownership of more than one store, press SHIFT and then press the Alpha Suffix.
7. Press ENTER
8. Unit will display ENTER DATE

   — —/— —
9. Key in 4 digit date (2 for month, 2 for day)
10. Press ENTER
11. Unit will display JOB CODE

    — — — —
12. Press the Blue Left Arrow Key above the ENTER key, (an H should appear), key in 16, and then press the Blue Left Arrow key again.
13. Press the ENTER key
14. An asterisk (*) will be displayed
15. Key in a 6 digit HWI Sku number and press the ENTER key
16. Repeat step #15 for all of the HWI numbers you wish to set up as your personalized advanced rebate items.
17. Press the END key
18. Unit will display END FREE FORMAT?
19. If you press the YES key, the unit will automatically put in the ending information, and display H.W.I.
    If you press the NO key, the unit will return to step 14 above.

BIN TICKET REQUEST

You may request bin tickets with or without printed retails. All ticket requests received in a day are accumulated and printed each night.

1. Turn unit ON
2. Press MENU
3. Respond NO to menu choices until unit displays BIN TICKET REQ? YES/NO
4. Press YES (Unit will display messages telling you if there is Bin Ticket data not yet sent or not erased).
5. Unit will display STORE NUMBER

   ————————

6. Enter your store identification number (must be four (4) digits). If your store has less than 4 digits, key in the leading zeroes.
   EXAMPLE: Store number 1914 (key in as) 1914
   Store number 97 (key in as) 0097
   If your store has an alpha suffix designating ownership of more than one store, press SHIFT and then press the Alpha Suffix.
7. Press ENTER
8. Unit will display ENTER DATE

   ——/——

9. Key in 4 digit date (2 for month, 2 for day)
10. Press ENTER
11. Unit will display PRINT RETAILS? YES/NO
    If you press YES, retails will be printed on your bin tickets. If you press no, retails will not be printed on your bin tickets. Press YES or NO.
12. Unit will display MARGIN CODES? YES/NO
    If you press YES, every time you enter an item number, you will automatically be asked for margin code. If you press NO, unit will display RETAILS? YES/NO

13. RETAILS? YES/NO

    If you press YES, every time you enter an item number, you will be asked for a retail. If you press NO, the unit will display ITEM ————————, and will allow you to key in or enter via scanning wand item numbers only. In this situation, **DO NOT** press ENTER after each item number, as the unit will enter each one automatically.

14. Continue entering items with retails and/or items with margins until all bin ticket request data is keyed in. (Each item with retail and item with margin must be followed by pressing ENTER.

15. To change between entering items alone, items with retails or items with margin codes:

    Press END

    Unit will display END BIN TICKET REQUESTS? Press NO. Unit will display MARGIN CODES? YES/NO. Press NO, and unit will display RETAILS? YES/NO. Press YES (in either case), and you may continue data entry.

    NOTE: Do not use decimal points in retail entry

    NOTE: Margin Codes:

    A margin code from 01 to 99 may be specified. Margin codes less than 10% must be specified as a two digit entry:

    EXAMPLES:

1% = code 01	10% = code 10
7% = code 07	40% = code 40
9% - code 09	53% = code 53

16. When you are finished keying Bin Ticket request data, Press END.

17. Unit will display END BIN TICKET REQUESTS?

    Press YES, unit will automatically put in ending information, and display H.W.I.

    Press NO, return to step #12 on page 17.

BIN TICKET REQUEST USING "OTHER" WHOLESALER NUMBERS

HWI maintains cross-reference files for several other wholesaler item numbers. Call the Telxon Department in Fort Wayne to find out which job code you need. You may request bin tickets with or without printed retails. All ticket requests received in a day are accumulated and printed each night.

1. Turn unit ON
2. Press MENU
3. Respond NO to menu choices until unit displays FREE FORMAT? YES/NO
4. Press YES (Unit will display messages telling you if there is Free Format data not yet sent or not erased).
5. Unit will display STORE NUMBER

   ————————

6. Enter your store identification number (must be four (4) digits). If your store has less than 4 digits, key in the leading zeroes.

   EXAMPLE: Store number 1914 (key in as) 1914

   Store number 97 (key in as) 0097

   If your store has an alpha suffix designating ownership of more than one store, press SHIFT and then press the Alpha Suffix.
7. Press ENTER
8. Unit will display ENTER DATE

   ——/——
9. Key in 4 digit date (2 for month, 2 for day)
10. Press ENTER
11. Unit will display JOB CODE
12. Press the Blue Left Arrow Key above the ENTER key, (an H should appear), key in the job code, and then press the Blue Left Arrow key again.

    Codes are:

    H45H = "Coast to Coast"
    H46H = "True Value"
    H47H = "ACE"
    H48H = "Servistar"
    H49H = "General"
13. Press the ENTER key.
14. An asterisk (*) will appear. (If you do **NOT** want retails printed on your bin tickets, key the number 1 now, and press ENTER. (An asterisk will again be displayed.)

ITEM: 4181475 ENTER

(Bin ticket for other wholesaler number 4181475 with HWI retail)

ITEM: 4181475H149 ENTER

(Bin ticket for other wholesaler number 4181475 with retail of $1.49)

ITEM: 4181475W47 ENTER

(Bin ticket for other wholesaler number 4181475 with margin of 47)

NOTE: Do not use decimal points in retail entry

NOTE: Margin codes:

A margin code from 01 to 99 may be specified. Margin codes less than 10% must be specified as a two digit entry:

EXAMPLES:

1% = code 01	10% = code 10
7% = code 07	40% = code 40
9% = code 09	53% = code 53

If you have keyed the code (1) to suppress retails, simply enter your item numbers (press ENTER after each one).

16. Repeat step #15 until all ticket request items have been entered.
17. Press the END key.
18. Unit will display END FREE FORMAT?
19. If you press the YES key, the unit will automatically put in the ending information and display H.W.I. If you press the NO key, the unit will return to step 15 above.

PRICE TICKET REQUEST

You may request up to 500 price tickets per item. You will receive one location label for each item entered. If you enter a zero quantity, you will still receive the default quantity of 9 price tickets.

NOTE: All ticket requests received in a day are accumulated and printed each night.

1. Turn unit ON
2. Press MENU
3. Respond NO to menu choices until unit displays PRICE TICK REQ? YES/NO
4. Press YES (Unit will display messages telling you if there is price ticket data not yet sent or not erased).
5. Unit will display STORE NUMBER

   ——————

6. Enter your store identification number (must be four (4) digits). If your store has less than 4 digits, key in the leading zeroes.

   EXAMPLE: Store number 1914 (key in as) 1914

   Store number 97 (key in as) 0097

   If your store has an alpha suffix designating ownership of more than one store, press SHIFT and then press the Alpha Suffix.
7. Press ENTER
8. Unit will display ENTER DATE

   ——/——

9. Key in 4 digit date (2 for month, 2 for day)
10. Press ENTER
11. Unit will display PRINT RETAILS? YES/NO

    If you press YES, retails will be printed on your price tickets. If you press no, retails will be printed on your bin labels and not on your price tickets. Press YES or NO.
12. Unit will display MARGIN CODES? YES/NO

    If you press YES, every time you enter an item number, you will automatically be asked for margin code. If you press NO, unit will display RETAILS? YES/NO

13. RETAILS? YES/NO
    If you press YES, every time you enter an item number, you will be asked for a retail. If you press NO, the unit will display ITEM ————————, and will allow you to key in only item numbers and quantities.
14. Continue entering items with retails and/or items with margins until all bin ticket request data is keyed in.
15. To change between entering items alone, items with retails or items with margin codes:
    Press END
    Unit will display END PRICE TICKET REQUESTS?
    Press NO, and unit will display MARGIN CODES? YES/NO
    Press NO, and unit will display RETAILS? YES/NO
    Press YES (in either case), and you may continue data entry.

    NOTE: Do not use decimal points in retail entry.
    NOTE: Margin Codes:
    A margin code from 01 to 99 may be specified. Margin codes less than 10% must be specified as a two digit entry;
    EXAMPLES:

1% = code 01	10% = code 10
7% = code 07	40% = code 40
9% - code 09	53% = code 53

16. When you are finished keying Price Ticket request data, Press END.
17. Unit will display END PRICE TICKET REQUESTS?
    Press YES, unit will automatically put in ending information, and display H.W.I.
    Press NO, return to step #12 on page 19.

PRICE TICKET REQUEST USING "OTHER" WHOLESALER NUMBERS

HWI maintains cross-reference files for several wholesaler item numbers. Call the Telxon Department in Fort Wayne to find out which job code you need. You may request up to 500 price tickets per item. You will receive one location label for each item entered. This location label will always have a retail. If you enter a zero quantity, you will still receive the default quantity of 9 price tickets.

NOTE: All ticket requests received in a day are accumulated and printed each night.

1. Turn unit ON
2. Press MENU
3. Respond NO to menu choices until unit displays FREE FORMAT? YES/NO
4. Press YES (Unit will display messages telling you if there is price ticket data not yet sent or not erased).
5. Unit will display STORE NUMBER

   ——————
6. Enter your store identification number (must be four (4) digits). If your store has less than 4 digits, key in the leading zeroes.

   EXAMPLE: Store number 1914 (key in as) 1914

   Store number 97 (key in as) 0097

   If your store has an alpha suffix designating ownership of more than one store, press SHIFT and then press the Alpha Suffix.
7. Press ENTER
8. Unit will display ENTER DATE

   ——/——
9. Key in 4 digit date (2 for month, 2 for day)
10. Press ENTER
11. Unit will display JOB CODE?
12. Press the Blue Left Arrow Key above the ENTER key, (an H should appear), enter the job code, and then press the Blue Left Arrow key again.

    Job Codes are:

    H25H = "Coast to Coast"
    H26H = "True Value"
    H27H = "ACE"
    H28H = "Servistar"
    H29H = "General"
13. Press the ENTER key.
14. An asterisk (*) will appear.

    (If you do NOT want retails printed on your price tickets, key the number 1 now, and press ENTER. The asterisk (*) will again be displayed.)

15. Examples of price ticket requests **with** retails printed:

ITEM: 418147512H149 ENTER

(12 price tickets for other wholesaler number 4181475 with retail of $1.49)

ITEM: 418147512W47 ENTER

(12 price tickets for other wholesaler number 4181475 with margin of 47)

NOTE: Do not use decimal points in retail entry

NOTE: Margin codes:

A margin code from 01 to 99 may be specified. Margin codes less than 10% must be specified as a two digit entry:

EXAMPLES:

1% = code 01	10% = code 10
7% = code 07	40% = code 40
9% = code 09	53% = code 53

ITEM: 41814752 ENTER

(2 price tickets for other wholesaler number 4181475 with HWI retail)

ITEM: 418175600 ENTER

(500 price tickets for other wholesaler number 4181475)

(maximum of 500 tickets per item)

ITEM: 4181475 ENTER

(9 price tickets for other wholesaler number 4181475)

(Defaults to 9 tickets per item when no quantity or zero quantity is entered)

Continue entering items until all your price ticket requests have been keyed in.

NOTE: All ticket requests received in a day are accumulated and printed each night. Tickets will be printed in the sequence you entered them.

16. Press the END key.
17. Unit will display END FREE FORMAT?
18. If you press the YES key, the unit will automatically put in the ending information and display HWI. If you press the NO key, the unit will return to step 15 above.

DROP SHIP PURCHASE HISTORY
(IMCS® LEVEL II USERS ONLY)

You may enter HWI number (stock numbers only) and quantity purchased of items you have purchased drop ship. If these items are not already in your IMCS® file, they will be added. Bin tickets only or bin and price tickets are printed for each item entered depending on your ticket option. The number of tickets printed is determined by the drop ship purchase quantity.

1. Turn unit ON
2. Press MENU
3. Respond NO to menu choices until unit displays DROP SHIP? YES/NO
4. Press YES (Unit will display messages telling you if there is price ticket data not yet sent or not erased).
5. Unit will display STORE NUMBER

   ——————
6. Enter your store identification number (must be four (4) digits). If your store has less than 4 digits, key in the leading zeroes.

   EXAMPLE: Store number 1914 (key in as) 1914

   Store number 97 (key in as) 0097

   If your store has an alpha suffix designating ownership of more than one store, press SHIFT and then press the Alpha Suffix.
7. Press ENTER
8. Unit will display ENTER DATE

   ——/——
9. Key in 4 digit date (2 for month, 2 for day)
10. Press ENTER
11. Unit will display ITEM ——————
12. Key in Item and Quantity/or enter item via the scanning wand and enter quantity
13. Press ENTER
14. Continue with steps 11 thru 13 or go to step 15.
15. When finished entering data, press 'END'. Unit will display END DROP SHIP? Press YES, unit will automatically put in the ending information, and then display H.W.I.
16. Press NO, return to step 11 above.

ADD-ONS

There are **several ways to add** items to your regular order.

1. If you wish to add onto an order already sent to HWI, go into the ADD-ON FILE:
   A. Turn unit ON
   B. Press MENU
   C. Answer NO to all questions until you get to ADD ON ORDER? YES/NO
      Answer YES
   D. Enter store number and date, key in 'add-on' data
   E. The ADD-ON file works the same as the ORDER ENTRY file. Please refer to that section.
   F. When finished entering add-on data, press END. END ADD ON ORDERS? will appear. Answer YES or NO
      Press YES - unit will automatically put in the ending information and then display H.W.I. Press NO, unit will display ITEM (continue entering add-on)
   G. Send just the ADD-ON FILE data. Please refer to the "Sending Data" section.
2. Call Order Department and give add-on items verbally.
3. Confirm your main order with HWI personnel, then erase out this order and start a new order for all of your add-ons.

Please note: All **transmitted** add-on data must be in to HWI no later than Noon (EST) on your deadline day.

FMaP ACCOUNTS RECEIVABLE & FMaP PAYROLL

If you are already signed up for HWI's Financial Management Assistance Program, please consult your FMaP Manual. If you are interested in learning about it, please contact our FMaP Department:

Area Code 219/749-8531 Ext. 6672

ERRORS

Errors made while entering item information:

A. If the error is discovered prior to pressing ENTER, depress the CLEAR key, and re-enter the information correctly. (You may also use the grey left arrow key to clear one character at a time).

B. When errors are discovered after pressing ENTER there are two methods that can be used to correct the data:

MODIFYING DATA

You may modify the data without having to delete and re-key.

A. Press the grey left arrow key (left of REVIEW key) to step back through your data one entry at a time to locate the incorrect entry. (The grey right arrow key will step forward one entry at a time).

B. When the incorrect entry is displayed, press MODIFY

C. Unit will display m ITEM ————————

D. Re-key the data correctly

E. Press ENTER

F. If you have more changes to make, go back to Step A

G. If you are finished entering data

1. If data is displayed, press EXIT to get out of REVIEW mode; then press END.
2. If unit displays ITEM ————————, simply press END

DELETING DATA

You may delete the item from memory, which will allow you to reuse the space in memory.

A. Get it on the display by using REVIEW keys
B. Hold the DELETE key down for 3 beeps
C. Unit will display ITEM DELETED
D. The item on the display board is now deleted

DUPLICATE ITEMS

When duplicating items on the same transmission, under the same "header," the system will ship the final or last quantity ordered unless you call the Order Department and select a different option. See options below.

Members who place multiple orders during an order week via Telxon, will receive the highest single quantity ordered of the duplicated item.

Members who duplicate items on mail or verbal orders, will continue to receive the combined quantities ordered of duplicated items.

Members duplicating items on multiple mail or verbal orders during the same week, will receive a total of the combined quantities ordered.

On occasion, a single item may be ordered more than once on a weekly order either purposely or accidentally. HWI members are given several options of how duplicate orders within a single transmission can be handled when received:

1) **Combine** - all quantities of the same item in the transmission will be combined together and shipped.
2) **Initial** - the first quantity entered for the item in the transmission will be shipped.
3) **Final** - the final quantity entered for the item in the transmission will be shipped.
4) **Lowest** - the lowest quantity entered for the item in the transmission will be shipped.
5) **Highest** - the highest quantity entered for the item in the transmission will be shipped.

All members are initially set up for option 3 (final). If you would like to be set up for a different option, please contact the Order Department.

INVENTORY

HARDWARE WHOLESALERS, INC.
ELECTRONIC DATA ENTRY SYSTEM

The Telxon Data Entry system may be used to assist you in your physical inventory. Use the unit to enter quantity and identification of your stock on hand. Transmit this information to our data center and you will receive itemized inventory extensions showing total cost and retail value.

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INVENTORY EXTENSION

When planning to take your inventory please send the following information to our Data Maintenance Area prior to your actual inventory:

1. Date inventory will be taken
2. Whether or not you have previously used the Telxon Data System for inventory extension.
3. Which of the three methods do you intend to use.
   A. COST AND RETAIL extended using **your** specified costs and retail, **or** HWI's cost and retail. This method is keyed in as Job Code H01H
   B. COST AND RETAIL extended using a **percentage** figure of either your specified or HWI retail. This method is keyed in as Job Code H02H
   C. DIMENSIONAL LUMBER is extended by cost only. You MUST enter your **cost figure** on Lumber. This method is keyed in as Job Code H03H
4. Please contact Data Maintenance upon completion of inventory.

DATA ENTRY

Your inventory information must be entered on your Telxon Data System following this procedure:

1. INVENTORY? YES/NO
2. Press YES
3. Unit will display STORE NUMBER

   ——————

4. Key in store number, press ENTER
5. Unit will display ENTER DATE

   ——/——

6. Key in 4 digit date (2 for month, 2 for day)
7. Press ENTER
8. Unit will display JOB CODE

   ——————

Press the Blue Left Arrow Key above the ENTER key (an H should appear), enter the job code, then press the Blue Left Arrow Key above the ENTER key again.

The 3 acceptable job codes for inventory are:

H01H, H02H, and H03H

Key in your job code, and press ENTER

9. Key in inventory information using any of the various ways explained under Job Codes: H01H, H02H, H03H
10. You may change inventory methods (01, 02 or 03), but each method change requires a store number, date and new job code. At this point (ready to change codes), press the END button.
    Unit will display END INVENTORY? YES/NO
    Press YES
    Unit will display HWI
11. Press MENU, respond NO to menu choices until unit displays INVENTORY? YES/NO
12. Press YES
    Unit will display "DATA NOT SENT" "DATA NOT ERASED"

*Follow proceedures on page 38 "Data Entry"

JOB CODE H01H

Your inventory may be extended several ways using Job Code H01H

1. **HWI NUMBER and QUANTITY** - this method will extend your inventory using **HWI's lowest unit cost and HWI's retail.**

   Enter in this sequence -

   A. HWI No. (6 digits).

   B. Quantity (1 to 5 digits). If the quantity exceeds 5 digits, please make 2 or more entries with none exceeding 5 digits.

   C. Follow each item entry by pressing ENTER

   Example: 314617 12 ENTER
   714612 766 ENTER
   (HWI NO.) (QTY.)

2. **HWI NUMBER, QUANTITY, and YOUR SPECIFIED COST -**

   Your inventory will be extended using **your** specified cost and HWI retails.

   Enter in this sequence -

   A. HWI No. (6 digits).

   B. Quantity (1 to 5 digits). If the quantity exceeds 5 digits, please make 2 or more entries with none exceeding 5 digits.

   C. Your specified cost figure (cannot exceed 6 digits)

      1. **Cost must be preceded by the letter "I".**
      2. Cost are entered in hundredths.

      Follow each item entry by pressing ENTER

      Example: 12 each of HWI NO. 123456 at **your** cost of 97¢

      would be - 123456 12 I97 ENTER
      (HWI No.) (Qty.) Cost)

3. **HWI NUMBER, QUANTITY, and YOUR SPECIFIED RETAIL -**

   Your inventory will be extended using **your** specified retail and HWI's lowest member cost. (Usually the #1 column in the microfiche catalog).

   Enter in this sequence -

   A. HWI number (6 digits).

   B. Quantity (1 to 5 digits). If the quantity exceeds 5 digits, please make 2 or more entries with none exceeding 5 digits.

C. Your specified retail (cannot exceed 6 digits)

1. Retail must be preceded by the letter "H".
2. Enter retails in hundredths

D. Follow each item entry by pressing ENTER

Example: 12 each of HWI No. 123456 with your specified retail of $1.79 would be -

123456	12	H179	ENTER
(HWI No.)	(Qty.)	(Retail)	

4. **HWI NUMBER, QUANTITY, YOUR SPECIFIED COST, and YOUR SPECIFIED RETAIL**

Your inventory will be extended using your specified cost and your specified retail.

Enter in this sequence - (after entering your store identification, alpha suffix, and job number).

A. HWI Number (6 digits).

B. Quantity (1 to 5 digits). If the quantity exceeds 5 digits, please make 2 or more entries with none exceeding 5 digits.

C. Your specified cost: Key "I" followed by a maximum of six digits.

D. Your specified retail: Key "H" followed by a maximum of six digits.

E. Follow each item entry by pressing ENTER

Example: 12 each of HWI #123456 with a cost of 97¢ and a retail of $1.79 would be -

123456	12	I97	H179	ENTER
(HWI #)	(Qty.)	(Cost)	(Retail)	

F. The cost and retails are entered in hundredths.

5. **NON-STOCK ITEMS** may be included in your inventory. Your inventory will be extended giving you a dollar value, but will show **no** descriptions.

Enter in this sequence -

A. HWI Number - 6 digits beginning with a zero **or no Item Number** used at all.

B. Quantity (1 to 5 digits). If the quantity exceeds 5 digits, please make 2 or more entries with none exceeding 5 digits.

C. Your specified cost: Key "I", followed by a maximum of six digits and/or

D. Your specified retail: Key "H" followed by a maximum of six digits.

E. Follow each item entry by pressing ENTER

Example:	**Item No.**	**Qty.**	**Cost**	**Retail**	
	012345	12	116		ENTER
	023456	6		H29	ENTER
	034567	4	I19	H35	ENTER
		3	I22		ENTER
		14		H99	ENTER
		9	I16	H29	ENTER

Please note that all non-stock item numbers must start with zero, or have no number at all.

NOTE: Any of the various inventory methods used under Job Code H01H may be intermixed without re-entering the Job Code.
Press ENTER only at the end of the complete item group.

JOB CODE H02H

Your inventory will be extended using a PERCENTAGE of the RETAIL VALUE to arrive at a cost figure. You may specify a retail or use HWI's retail.

Enter in this sequence - (after entering your store identification,alpha suffix, 4 digit date, and job code number).

A. Percentage figure (3 digits **preceded** with an "I" and followed by "I" (example: 68.3% = I683I). Press ENTER.

B. HWI Number (6 digits).

C. Quantity (1 to 5 digits) if the quantity exceeds 5 digits, please make 2 or more entries with none exceeding 5 digits.

D. **Your** specified retail only if you do not wish to use HWI's retail.

E. Press ENTER after steps B, C, and D above.

F. Repeat steps B thru E for each item.

Examples:

Enter your store identification, (alpha suffix if applicable), job code, and percentage at the beginning of these type items:

0097A (ENTER)	1231 (ENTER)	H02H (ENTER)	I683I (ENTER)
(Store Ident.)	(4 digit date)	(Job Code)	(% figure)

Followed by each item entry as explained in step B thru F above.

123456	12 (ENTER)	
123456	12	H199 (ENTER)
(Item #)	(Qty.)	(Retail)

NOTE: This percentage figure is entered only once **unless** you wish to change to another percentage figure. When changing the percentage figure, you must re-enter your store identification, date, Job Code and your new percentage figure. This **new** percentage figure will override any previous figures.

0097A (ENTER)	1231 (ENTER)	H02H (ENTER)	I684I (ENTER)
(Store Ident.)	(Date)	(Job Code)	(new % figure)

NOTE: If you wish to use a different percentage figure for **just one** or a few items you may do this by entering the new percent figure after the quantity. These percentage figures used for just one or a few items must be **preceded** by an "I". Only the individual items where you inserted a special percentage will be affected by this figure. All other entries will be extended by the last percentage figure that you entered following the job code. This applies to stock and non-stock items.

EXAMPLES: (assume I683I ENTER was entered after job code)

614112	12	I785	H198 ENTER	(extended at 78.5% of your Ret.)
614112	12	I700 ENTER		(extended at 70.0% of HWI Ret.)
012345	12		H498 ENTER	(extended at 68.3% of your N/S Ret.)
	12	I715	H198 ENTER	(extended at 71.5% of your N/S Ret.)
614112	12		H198 ENTER	(extended at 68.3% of your Ret.)

LUMBER INVENTORY JOB CODE H03H

1. Your Lumber inventory will be extended by the cost of M board feet.
2. A six digit system is used to identify each size of lumber:

2″ x 4″ x 10′ would be keyed in as	02	04	10
2″ x 10″ x 6′ would be keyed in as	02	10	06
1″ x 12″ x 18′ would be keyed in as	01	12	18
	(thick)	(wdth)	(lgth)

NOTE: Any lumber item that does not have the three dimensional sizes must be entered using the "01" or "02" inventory method.

Enter in this sequence - (after entering your store identification, alpha suffix if applicable, date, and job number)

A. Six digit board size (see step 2 above)

B. Quantity (in pieces) one to five digits. If the quantity exceeds 5 digits, please make 2 or more entries with none exceeding 5 digits.

C. Cost by "M" board feet (1 to 6 digits) preceded by the letter "I".

D. Follow each item entry by pressing ENTER.

Example:				
	0097	A (ENTER)	1231 (ENTER)	H03H (ENTER)
	(Store No.)	(Alpha)	(Date)	(Job Code)
		(Suffix)		
	020410	100	I1500 (ENTER)	
	(Board	(Qty.)	(Cost)	
	(Size)			

NOTE: If you wish any special identification on an item, enter any 1 to 5 digit figure following the item entry. This special entry must be preceded by "HW". This special figure will be printed in the retail column of your inventory report.

Example: 020410 100 I1500 HW9999 (ENTER)

NO RETAIL IS EXTENDED ON LUMBER MEASURED IN BOARD FEET.

SUB-TOTALS

1. If you wish sub-totals by department, section, gondola, aisle, etc., just enter 999 (ENTER) between each group you wish the sub-totals on. (Key the 999 (ENTER) anywhere in your entry.)
   THIS WILL NOT AFFECT YOUR GRAND TOTAL FIGURE.
   NOTE: Always use 999 (ENTER)

Example:	123456	94	H199	(ENTER)	999 (ENTER)
	(HWI No.)	(Qty.)	(Retail)		(Sub.)

2. You may identify a dept., section, aisle, etc., by entering any 1 to 5 digit number after the 999 (ENTER) sub-total entry. This identifying number will be printed in the "DEPARTMENT/SECTION/AISLE" heading on the next page.

ERRORS IN INVENTORY

1. When entering data and you note an error before pressing ENTER at the end of entry, just depress your clear key and re-enter the information correctly.
2. Error found after pressing ENTER can be corrected on your inventory by:
   1. **Deleting an entry.**
      A. Get the error entry on the display. (← REVIEW)
      B. Hold the delete key down for (3) beeps. Unit will display ITEM DELETED. This has deleted the entry that was keyed improperly.

2. **Modifying an entry:**
   A. Press the grey left arrow key (left of REVIEW key) to step back through your data one entry at a time to locate the incorrect entry. (The grey right arrow key will step forward one entry at a time).
   B. When the incorrect entry is displayed, press MODIFY
   C. Unit will display m*
   D. Re-key the data correctly
   E. Press ENTER - (the next entry that you had recorded will now show on the display)
   F. If you have more changes to make, go back to Step A
   G. **If you are finished modifying data:**
      1. Press EXIT to get out of this mode.
      2. When EXIT is pressed, '*' will appear on display.
      3. You may proceed entering your inventory data.
3. **Inserting an entry:**
   A. Display the data you want following your insert
   B. Hold INSERT key down for 3 beeps
   C. unit will display i* (insert mode)
   D. Key in new data
   E. Press ENTER
   F. If you have more data to insert, go back to STEP A.
   G. **If you are finished inserting data:**
      1. Press EXIT to get out of INSERT mode.
      2. When unit displays '*', you may proceed entering your inventory data.
4. Errors made on HWI numbers will be printed out as an **invalid** number. No extension will appear on your inventory for an invalid HWI number **unless** you entered a cost, retail, or both.
5. When you are completely finished entering all of your inventory data, hit the "END" key, and the ending information will automatically be entered for you.

INVENTORY GENERAL INFORMATION

We suggest all personnel using the units have some experience in the operation of the unit, and also read the following information:

1. Keep keyboard clean and dust free.
2. Unit should be cleared for maximum memory availability.
3. Make sure all the characters on the data keyboard are working properly.
4. Before you start recording with the Telxon we suggest the following:
   A. Place paper tags in all bins, on all J-hooks, etc., making sure everything has a tag.
   B. Begin counting merchandise and placing counts on tags so that the Telxon operator can simply go around picking up the quantities, HWI numbers, etc. Also they will remove tags to show items have been entered on the Telxon units.
5. On lumber accounts the lumber portion should be counted and written, then later entered onto the Telxon unit when the hardware portion is finished.
6. Sometime you may have ordered an item direct and you have a price ticket on that item with an HWI number that begins with 0. These items with the first character of 0 are **not** stored in our computer. You will have to enter a cost, a retail, or both for these items. Please make sure your people are aware of this.
7. If you are entering the cost and it appears as an alpha coded number on your price tickets, instead of trying to convert the alpha to numeric you may tape the alpha letter on the key of your recorder and when entering, just key in the corresponding numeric character on the keyboard. (Do not write on any HWI owned equipment.) Put some type of removable tape over the keys you are converting.
8. WE suggest you enter your own figures on any items that you know are over a year old and may have been discontinued for that long. Our computer does not carry the amounts for more than one year after being discontinued.

9. When recording inventory, about once every hour, use the "review" key to recall the last entry and check for accuracy. This will ensure that the unit is recording properly. Then continue entering. This is a good check, and we recommend that you do it.
10. You should keep record of the first and last item entered on each transmission.
11. Keep record of what information (sections, departments, etc.) you are entering. In this manner if any questions arise you can go back to the proper records.
12. **Upon completion of inventory** or filling memory, contact HWI Telxon Department. You will at this time be informed as to when you can transmit your inventory.
13. Time for processing information at HWI will take approximately 2 weeks from receipt of data.
14. When you receive your completed inventory report you will note that all costs and retails specified by you will have an asterisk "*" to the right of the extended figure. IMCS® generated retails will also have an asterisk "*" to the right of the extended figure.

If you have any questions or problems please feel free to call the Order Entry Supervisor.

REVIEWING RECORDED ENTRIES

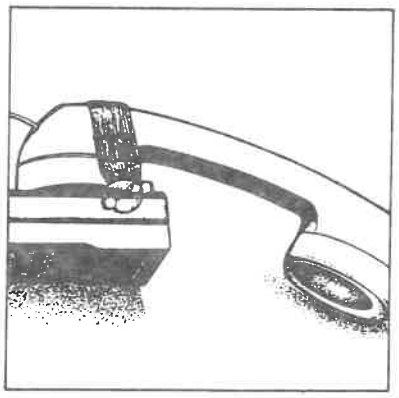
← REVIEW → - These keys with the direction arrows serve to review the data in memory. Each time a key is pressed, the display moves one data entry along the list. The action can be backward or forward, depending upon which key is pressed. By pressing SEARCH, then keying in the item you want to find, and pressing ENTER, the terminal will automatically find a data entry that matches. This keyed in data is called a search mask. The search mask does not have to include the quantity, in fact the mask can be a partial number. Once you find a match, you may press NEXT to see if there is more than one match.
Upon completion of searching for a particular entry, you will need to push the SEARCH KEY before searching for another entry.

EDITING RECORDED DATA

To delete an entry on the display, hold the DELETE key down for 3 beeps. To insert a data entry (in free format partitions only), hold the I key down for 3 beeps, then key in the data.

SENDING DATA

To transmit data using the unit's internal acoustic coupler, use the following procedure:



1. Be sure the unit is off.
2. Place the PTC's internal acoustic coupler over the mouthpiece of the telephone.
3. Attach the unit to the telephone with the elastic strap (see illustration).
   A. Press 'ON' key of your Telxon unit.
   B. Press the 'SEND' key.
   C. The unit will display the following questions:

SEND? YES/NO
SEND ALL? YES/NO
SEND ORD ENTRY? YES/NO
SEND ORIG SALES? YES/NO
SEND UPC ORDER ENTRY? YES/NO
SEND CLAIMS? YES/NO
SEND FMAP ACCTS RECEIVE? YES/NO
SEND FMAP PAYROLL? YES/NO
SEND IMCS®? YES/NO
SEND SKU MAINTENANCE? YES/NO
SEND BIN TICKET REQUEST? YES/NO
SEND PRICE TICK REQUEST YES/NO
SEND INVENTORY? YES/NO
SEND DROP SHIP? YES/NO
SEND ADD ON ORDER? YES/NO
SEND FREE FORMAT? YES/NO

Enter YES or NO to these questions.

The unit will then display 'READY TO SEND? YES/NO.' **Before you press 'YES':**

If a file does not have ending information,t he unit will tell you that file is not finished. At this time, press EXIT. Return to that file via the MENU. At this point, the unit will be ready for further data entry. Press END to finish this file. Return to step B to send data.

4. Dial the number of the receiver 219/493-6644.
5. When the phone answers, you will hear: "Hello, this is your HWI Receive System. Please send your data now." Press 'YES' (if your unit has turned off, simply press 'ON', and 'READY TO SEND?' will appear again. Press 'YES'.)
6. When sending data, either hold the telephone handset and PTC in your hand or place them on their sides as shown in the above illustration.
7. The display will show 'DATA SENT' for the last 5 seconds of the transmission. When 'DATA SENT' leaves the display screen, your transmission is complete.
8. Disconnect the unit from the telephone and listen to the message.

—If the transmission was good, you will receive the following message:

"Thank you for your good transmission."

"We received 9999 lines." (Sample number - Yours will be different with each transmission.)

"Your call number is 9999." (Nine thousand nine hundred ninety-nine) (This is a sample number - please record yours).

—Bad transmission because of static in the phone line:

"Your transmission was bad."

"Your data contained an invalid header" or "The ending information was not found."

"If you wish to resend your data, please send it now."

(Resending your data may work if it was a problem with the phone line.)

—Bad transmission because of too many transmission errors:

"Your transmission was bad."

"The computer has not received your data correctly."

"If you wish to resend your data, please send it now."

—If you are still having trouble after sending the order twice, you will receive this message:

"We are experiencing communication problems with your transmission. Please hang up, redial and retransmit, or call for assistance."

Toll-Free assistance phone number:

9:00 a.m. to 3:00 p.m. EST

800/533-6384

9. If you have missed your order deadline (for this week's order) your response will be:

"Hello, this is your HWI Receive System."

You Missed your order deadline. Please call back after 3:00 p.m. Eastern Standard Time to transmit your order for next week's delivery."

Please remember, the HWI order deadline is 12:00 noon EST Fort Wayne time. Toll free lines will be available from 3:00 p.m. on the day before your order is due at HWI until 9:00 a.m. EST on your due day for your ordering convenience.

Toll Free Numbers:

800/533-6384 for all states **except** the following west coast states: Arizona, California, Idaho, Nevada, Oregon and Washington. These west coast states must use 800/762-4806.

10. When transmission is successful, detach the receiver from the recorder.
11. Press the ON/OFF key and store in a safe place.
12. DO NOT clear data from recorder until the day after your order deadline. **NOTE:** The telephone microphone has small carbon granules that tend to stick together, lowering the sound levels. Before using the phone, tap the side of the handset against the palm of your hand. This procedure will ensure a more reliable data transmission.

ERASING DATA

You should normally erase the data in a file after you have sent it to HWI and before you begin keying new data into the file. We recommend that you erase the file after you receive the order, report, or service.

When you are ready to erase the data in your unit:

1. Turn unit ON
2. Press ERASE
3. Respond to the following questions:

ERASE? YES/NO
ERASE ORD ENTRY? YES/NO
ERASE ORG SALES? YES/NO
ERASE UPC ORDERS? YES/NO
ERASE CLAIMS? YES/NO
ERASE FMAP ACCT RECEIVE? YES/NO
ERASE FMAP PAYROLL? YES/NO
ERASE IMCS? YES/NO
ERASE SKU-MAINT? YES/NO
ERASE BIN TICKET REQUEST? YES/NO
ERASE PRICE TICK REQUEST? YES/NO
ERASE INVENTORY? YES/NO
ERASE DROP SHIP? YES/NO
ERASE ADD ON ORDER? YES/NO
ERASE FREE FORMAT? YES/NO

READY TO ERASE? YES/NO
ARE YOU SURE? YES/NO
(**Yes.** Held down for three beeps erases all flagged files.)
Data erased
Unit returns to H.W.I.
No returns unit to H.W.I. - nothing erased.

You may select one or all of the files in your unit to be erased.

NOTE: If the file contains no data, unit will display:

Example:
NO ORDER FILE TO ERASE
ERASE ORD ENTRY? YES/NO (must press NO)

If the file contains data but has not been sent, unit will display:

Example:
CLAIMS FILE NOT SENT
CONTINUE ERASE? YES/NO

YES - will flag the file to erase the data

NO - will not erase the data and unit will display next questions